Society of American Archivists

Metadata and Digital Object Roundtable

(MDOR)

Leadership Handbook

Promotes discussion, education, and collaboration among archivists interested in digitization, digital archival objects and the metadata that enables access, management, and preservation of digital objects.

MDOR Steering Committee

2006, revised 2012

Society of American Archivists
Metadata and Digital Object Roundtable
Leadership Handbook

Abstract

This is an informal guide to the organization and operation of the roundtable compiled for the convenience of the MDOR co-chairs and steering committee. This guide originally closely and shamelessly followed the SAA Science, Technology and Health Care Roundtable's Leadership Handbook, generously provided as a model by one of its authors, but has since been rewritten to reflect SAA's revised guidelines for Roundtables and current practice.

Table of Contents

1. LEADERSHIP

1.1   Co-chairs

1.1.1   Term of office: One chair ("convener" in SAA Council Handbook terminology) or two co-chairs may lead the roundtable. Co-chairs must be SAA members. Ideally, two co-chairs serve staggered two-year terms, so that a new co-chair is elected each year and the senior co-chair is re-elected the second year. This provides for continuity in the leadership and allows the junior (newer) co-chair to benefit from the knowledge and experience of the senior co-chair. (This document will always refer to co-chairs, though for some years the roundtable may have only one chair.) No person may serve as the senior leader of a Roundtable for more than three successive years.

1.1.2   Election: The co-chairs are to be elected annually by the membership in an electronic election. In choosing to do so the MDOR shall comply with the SAA's criteria and rules for Section elections. Members may vote only via the online ballot. Generally, the sitting co-chairs solicit someone to run for co-chair through personal invitation or announcement to the MDOR Listserv. The new co-chair takes office at the close of the SAA annual meeting. Only SAA members may vote for co-chairs.

1.1.3   Duties:

    • Chair MDOR annual meeting: Typically the senior co-chair runs the meeting and the junior co-chair takes minutes.

    • Make arrangements for the annual meeting and build the agenda: Decide on the program portion of the meeting (in consultation with the steering committee); after calls come from SAA, submit text for printed program and formal request for AV (audiovisual) support to be reviewed by the Finance Committee, which will then recommend appropriate funding for inclusion in the budget process. Per the SAA Governance Manual (Section X: Roundtables, VII. B.), AV funding for Roundtables is not guaranteed; funded amounts may vary by year. Form is here: http://www2.archivists.org/node/15119. Communicate with SAA Council, Program Committee, and any other committee liaisons to confirm their spots on the agenda; consult with steering committee about any hot topics or special guests that should be on the agenda.

    • Communicate with SAA leadership on behalf of the roundtable: File an up-to-date leadership list (co-chairs and steering committee members) with SAA headquarters within 14 days of the close of the SAA annual meeting along with copies of the MDOR annual meeting sign-in sheets; submit annual report to SAA headquarters within 90 days of the close of the SAA annual meeting; respond to queries from SAA leadership as issues arise. Typically, submission to SAA headquarters means sending to the SAA executive director and copying MDOR's Council Liaison. The leadership list and annual report should also be sent to the MDOR web liaison for posting on the MDOR website.

    • Communicate with MDOR steering committee: Arrange steering committee planning meeting during SAA annual meeting, and teleconferences as needed during the rest of the year; discuss session proposals and MDOR endorsement; discuss program for roundtable annual meeting; discuss issues affecting MDOR members and how to respond. An MDOR steering committee Listserv is available to facilitate communication.

• Communicate with MDOR membership via the MDOR Listserv: In advance of the annual meeting, send message listing the time, program, and agenda for the MDOR meeting; after the annual meeting, send a message announcing the new officers and steering committee members with contact information; solicit roundtable program proposals; inform the members of events and issues of concern; forward appropriate messages from the SAA leader announcement list ("saaleaderlist") to members.

• Coordinate MDOR endorsement of session proposals: Keep track of proposals seeking MDOR endorsement; poll the steering committee about which sessions to endorse; send list of MDOR-endorsed proposals to SAA Program Committee; notify all session proposers of the results of the endorsement process. (These duties may be given to a steering committee member if the co-chairs have conflicts of interest in the endorsement process.)

• Be sure SAA staff have signed you up for the MDOR Listserv and the MDOR steering committee Listserv.

• Become familiar with SAA's policies on roundtables, including responsibilities of co-chairs, by reading:

(1) "Section X: Roundtables" of the SAA Council Handbook
http://www2.archivists.org/governance/handbook/section10, and

(2) "Frequently Asked Questions about Sections and Roundtables" at
http://www.archivists.org/saagroups/sectionfaqs.asp.

• Transfer routine transmittal letters and other "house-keeping" documents following the retention period and before sending the records to the SAA archives at the University of Wisconsin-Milwaukee (UWM) Libraries. Records scheduled for transfer should be carefully packaged and described in a transfer form. Please send records to:

University of Wisconsin-Milwaukee
UWM Libraries / Archives
attn. Archives Dept. Head
P.O. Box 604
Milwaukee, WI 53201-0604

The contact is Michael Doylen, phone 414-229-6980, e-mail: doylenm@uwm.edu.

For more information and the transfer form: http://www2.archivists.org/governance/saa_archives

Link to finding aid: http://digital.library.wisc.edu/1711.dl/wiarchives.uw-mil-uwmmss0172

1.2   Steering committee

1.2.1   Composition: The steering committee is composed of the two co-chairs, the immediate past co-chair, web liaison, social media coordinator, and several other members representing repositories working with or interested in digitization, digital objects and their metadata. Consideration might be given to including on the steering committee a student representative--

i.e., a library school student who is interested in digital objects--to serve a one-year (renewable) term. While there is no rule stating the size of the steering committee, co-chairs should recognize that too many members could make it unwieldy to conduct business, and that an odd number of members avoids the problem of even splits on issues. Terms of office are not fixed, but steering committee members must remain active, and must attend at least every other steering committee meeting. Only SAA members are eligible to serve as Roundtable leaders.

1.2.2   Selection process: In the month before the annual meeting, the co-chairs send a message to the membership (via the MDOR Listserv) soliciting interest in serving on the steering committee. They make a similar announcement/call at the annual meeting. Once it has been determined how many sitting steering committee members are stepping down (thus, how many new slots are available), the co-chairs consult with the steering committee to select the new members. In selecting members, co-chairs should seek archivists working on digitization projects, with digital objects and metadata who have ideas about future directions for the roundtable, and strive for diversity, including geographic, affiliation, etc. In a typical year, expect to add 1-3 new members to the steering committee.

1.2.3   Duties: Steering committee members bring their unique talents and interests to the group. Duties of committee members vary according to the individual. Some usual duties of committee members include:

- Develop and/or solicit proposals for sessions at the SAA meeting, and a program for the roundtable annual meeting.

- Participate in MDOR endorsement of session proposals (assuming no conflict of interest).

- Respond to email queries from the co-chairs and contribute to discussions throughout the year about future directions, programs, policies, and procedures.

- Liaise with other groups with related interests.

- Attend the annual steering committee planning meeting during the SAA annual meeting.

1.2.4   Communication: Steering committee members should be automatically added to the MDOR steering committee Listserv once SAA staff is notified of election.

1.3   Web liaison

1.3.1   Member of the steering committee. Only SAA members are eligible to serve as a web liaison.

1.3.2   Duties:

- Maintain and update the MDOR website.

- After the annual meeting, post updated contact information for new co-chairs and steering committee members to the website.

• Post the annual report and any announcements to the website.
Work with Social Media coordinator to incorporate social media postings into MDOR web site.

2. MEETINGS

2.1   Annual steering committee planning meeting

2.1.1   Held during the SAA annual meeting, to discuss issues and future directions.

2.1.2   Co-chairs should plan the date well in advance of the meeting so that steering committee members can plan to attend.

2.1.3   Discuss: Brainstorm session proposals; new committee members; pending issues and projects. (See Appendix B, Sample agenda)

2.2   Annual roundtable meeting

2.2.1   Held during SAA annual meeting at a time assigned by SAA.

2.2.2   Senior co-chair runs the meeting; junior co-chair takes minutes.

2.2.3   Circulate a sign-in attendance sheet (See Appendix D, Sample sign-in sheet); the co-chairs submit a copy of this and names and term for all steering committee members to designated SAA staff (cc: MDOR's Council Liaison) within 30 days following the annual meeting.

2.2.4   Elements: (See Appendix C, Sample agenda):

• Welcome from the co-chairs.

• Brief visits from representatives of SAA Council, Program Committee, and possibly others.

• Announcements from the floor.

• Reports on previous year's activities, including MDOR website.

• Election results announcement.

• Call for new steering committee members.

• Brainstorm ideas for possible session proposals for the next SAA annual meeting.

        • Program: Determined by co-chairs in consultation with the steering committee. This may be a scaled-down version of an MDOR-endorsed session that wasn't accepted for the general meeting, but was deemed important and timely by the co-chairs, or any presentation of interest.

3. COMMUNICATIONS

3.1   Roundtable membership listserv (launched March 2005)

3.1.1   Name: Metadata & Digital Object Roundtable List (metadata@forums.archivists.org)

3.1.2   Manner of subscribing: Upon logging into SAA website, Log into your SAA profile to join MDOR. Listserv subscription is automatic. SAA membership is not required.

3.1.3   Purpose: Provide a forum for archivists working with metadata and digital objects to discuss associated issues, make inquiries to other Listserv members, and make announcements. Subscription is open to anyone having an email account.

3.2   MDOR website

3.2.1   Title: Metadata and Digital Object Roundtable Website. The site is maintained by MDOR at http://www2.archivists.org/groups/metadata-and-digital-object-roundtable.

3.2.2   Manner of publication: In accordance with the Drupal Manual: A How-To Guide for the Management of SAA Component Group "Microsites" at http://www2.archivists.org/sites/all/files/SAA-DrupalManual-2011.pdf.

3.2.3   Purpose: Serve as the public interface between the roundtable and its members, the larger SAA community, and the general public.

3.2.4   Production schedule: Updated as dictated by contributions.

3.2.5   Responsibility: Web liaison in coordination with SAA as host. See the Drupal Manual: A How-To Guide for the Management of SAA Component Group "Microsites" at http://www2.archivists.org/sites/all/files/SAA-DrupalManual-2011.pdf.

3.2.6   Content (generally):

   • Description of the roundtable's mission;

   • Announcements from the co-chairs;

   • Contact information for all steering committee members;

   • Archive of annual reports in PDF format;

   • Program presentations made at the MDOR annual meeting, if presenters are willing to submit for posting;

   • Links to important associated websites;

   • Link to MDOR Listserv for subscription information and archive;

• Additional content as proposed by MDOR members to be vetted by the co-chairs and mounted by the web liaison.

- Social Media content

3.3   SAA website about MDOR

3.3.1   This site contains broad information on the roundtable's goals and leadership. It includes links to the MDOR leadership list, the member/participant roster with total count, and link to join the Roundtable. It is maintained by SAA headquarters at http://saa.archivists.org/Scripts/4Disapi.dll/4DCGI/committees/SAATBL-META.html?Action=Show_Comm_Detail&CommCode=SAA**TBL-META

4. SAA ANNUAL MEETING SESSION PROPOSALS

4.1   Proposal solicitation process: Proposals for sessions for the annual meeting are solicited via the MDOR Listserv, and during the proposal brainstorming session at the MDOR annual meeting and MDOR steering committee meeting.

4.2   Proposal endorsement process: Formal endorsement procedures vary from year to year, and are communicated to the roundtable by our SAA Council liaison. The MDOR endorsement process can take any form; in past years steering committee members ranked each session proposal from 1 (low) to 5 (high) and then endorsed the highest scoring proposals. The co-chairs, or a steering committee member designated by them, lead the process, notify the session proposers and the steering committee of the results, and submit the endorsements to SAA. Steering committee members who have conflicts of interests in the endorsement process typically recuse themselves from the vote.

4.3   Publicity for MDOR-sponsored sessions and activities: Announcements are made via the MDOR Listserv and other social media platforms before the SAA annual meeting and at the MDOR annual meeting.

5. REPORTS

5.1   Leadership list to SAA

5.1.1   Roundtable conveners are required to report the name(s) of their convener(s) for the coming year to the SAA office within 14 days of the close of the Annual Meeting. This enables updating of the official SAA leadership list ("saaleaderlist") so that mailings can be circulated properly. Also submit to the MDOR web liaison for posting on the MDOR website.

5.1.2   The leadership list should include the following:

• MDOR position;

• Name of person;

• Full contact information (mailing address, phone and fax numbers, e-mail address).

5.2   Annual roundtable report to SAA

5.2.1   Due to SAA headquarters within 90 days of the close of the SAA annual meeting. Failure to complete and file an annual report within six months of an Annual Meeting places the Roundtable in a probationary status and may result in a loss of Roundtable privileges. Failure to file an annual report within one year of the close of the Annual Meeting will result in a notice from the president of the Roundtable's dissolution. Roundtables receiving such notice may file an appeal with the Council. Roundtable annual reports, including the update of purpose and activity statements, will be published on the Roundtable's website.

5.2.2   Report (one or two pages in length) should include the following information:

• Name of roundtable;

• Date of report;

• Officers' names, positions, and terms;

• Number of attendees at annual meeting;

• Election results;

• Summary of meeting activities (can attach minutes);

• Completed projects/activities;

• Ongoing projects/activities;

• New projects/activities;

• Strategic Priority - Technology initiatives;

• Strategic Priority - Advocacy/Public Awareness initiatives;

• Questions/concerns for Council attention.

5.2.3   The annual report form is on the SAA website at
http://www2.archivists.org/sites/all/files/SectionRTAnnualRptTemplate_0.doc.

5.2.4   Submit to the SAA Executive Director and copy the SAA Council Liaison. Also submit to the MDOR Web Liaison for posting on the MDOR website.

5.3   Other reports

5.3.1   Message from the co-chairs: Should be posted to the MDOR and SAA Listservs/forums (and possibly other related groups). This message will include an invitation for attendance at the roundtable annual meeting and include the date, time, and agenda for the meeting. The message will also include a description of the program to be offered, with a short biographical statement about each of the main presenters.

5.3.2   Web liaison's report at annual meeting: covers website activities, issues, problems, etc.

5.3.3   Reports from other subcommittees and task groups.

6. BUDGET

6.1   The roundtable will seek monetary support from the SAA Council as needed and according to procedures in the SAA Council handbook, Section X, Roundtables/Part X, Funding for Roundtable Activities.
Budget requests from Roundtables will be submitted as part of the annual report due to the Council within 90 days of the close of the Annual Meeting. A form is provided on which the Roundtable leadership describes the activity planned for the Roundtable and proposes a budget sufficient to accomplish it. The deadline will be strictly adhered to; budget requests received after the deadline will not be considered. Funds allocated to a Roundtable during one fiscal year are not automatically carried over to the next fiscal year. If an allocation needs to be deferred to the next fiscal year, the Roundtable must formally request the carryover in its annual report.
The budget section of the SAA Council Handbook may be found at
http://www2.archivists.org/governance/handbook/section10.

7. REFERENCES

7.1   SAA Roundtable Guidelines section in Governance Manual (Policies)
          http://www2.archivists.org/governance/handbook/section10

7.2   SAA Leader Manual (Administrative Procedures)
          http://www2.archivists.org/sites/all/files/saaLeaderManual2011.pdf

7.3   SAA Frequently Asked Questions about Sections and Roundtables
          http://www.archivists.org/saagroups/sectionfaqs.asp

7.4   MDOR website (maintained by MDOR web liaison)
          http://www2.archivists.org/groups/metadata-and-digital-object-roundtable

7.5   SAA website about MDOR (maintained by SAA)
          http://saa.archivists.org/4DCGI/committees/SAATBL-
          META.html?Action=Show_Comm_Detail&CommCode=SAA**TBL-META&Time=-
          1644407871

8. APPENDICES

Appendix A: Leadership calendar

MONTH	ACTIVITIES/RESPONSIBILITIES	
	Co-Chairs	**Steering Committee**
August	**SAA Annual Meeting occurs** (middle/late August): • Arrange and lead MDOR steering committee planning meeting during SAA annual meeting. • Build agenda for roundtable annual meeting. • Co-chair run roundtable annual meeting and take minutes; co-chairs circulate sign-in sheet. (Copy of sign-in sheet turned in to SAA staff.) • Ask for nominees/candidates to serve on steering committee. • Conduct brainstorming session on session proposals for next year's SAA annual meeting, and program proposals for next year's roundtable meeting. • Attend SAA Leadership Orientation and Forum	• Attend MDOR steering committee planning meeting. • Attend and participate in roundtable annual meeting. o Suggest topics for session proposals for next year's SAA annual meeting, and for program for next year's roundtable meeting. • Web liaison reports on activities at annual meeting. • Attend SAA Leadership Orientation and Forum
September	• Sign up for the MDOR listserv and the MDOR steering committee listserv, if not already a member • Follow up on next year's annual meeting session proposals: Send message(s) to MDOR listserv reminding members of deadlines, and stay in touch with individual members who are developing proposals • Finalize new steering committee appointments • Leadership List (names of co-chairs, steering committee members, etc.): • Must be completed and to the SAA executive director 14 days after the close of the SAA annual meeting, along with copies of sign-in sheets from annual meeting	• Sign up for the MDOR listserv and the MDOR steering committee listserv, if not already a member. • Take lead in developing session proposals for annual meeting. • Co-chairs: Send a wrap-up to MDOR listserv. • Web liaison: Update leadership list on MDOR website.
October	• Remind MDOR members to submit session proposals by deadline. • Poll steering committee for endorsements of session proposals and	• Submit session proposals by deadline. • Review and endorse session proposals.

MONTH	ACTIVITIES/RESPONSIBILITIES Co-Chairs	Steering Committee
	submit roundtable endorsements to SAA.	
November	• Draft annual report to SAA Council; consult with steering committee (deadline is 90 days after close of SAA annual meeting, typically around end of November).	• Review and comment on draft of annual report.
December	*[Typically hear from SAA Program Committee in late December or early January regarding status of proposed sessions.]*	• Web liaison: Post MDOR annual report to website.
January	• Decide on program portion of the MDOR annual meeting (in consultation with the steering committee), and being making arrangements for it.	• Suggest ideas for program portion of MDOR annual meeting.
February	• Send section/roundtable meeting description for inclusion in the Annual Meeting Preliminary Program to conference@archivists.org. • Solicit MDOR annual meeting session proposals from members	
March	• Create a preliminary program listing presenters and topics for the roundtable annual meeting.	
April	• Deadline for submission of form requesting audiovisual support for roundtable meetings.	
May	• Consult with steering committee about continued participation, solicit nominations for any upcoming vacancies on the steering committee, seek nominee for co-chair. • Formal calls for nominations shall be issued by the Section leadership and collected by **June 1.**	• Nominate new steering committee members, volunteer to serve as co-chair.
June	• Via MDOR listserv (and possibly the Archives and Archivists (A&A) listserv, and relevant SAA section newsletters), (1) invite members to attend the roundtable annual meeting, including the date, time, and program or agenda in the announcement; and (2) announce	

MONTH	ACTIVITIES/RESPONSIBILITIES Co-Chairs	Steering Committee
	MDOR-sponsored SAA annual meeting programs and activities. • Basic ballot information (e.g., introductory message to voters, listing of offices, number of vacancies for each, names of candidates, and links to candidate statements) shall be submitted to the SAA staff by **June 15.**	
July	• Supplementary ballot information (e.g., candidate photos, biographies, and statements), if desired, shall be posted by the MDOR leaders to the MDOR website by **July 1.** • Send a message to MDOR listserv inviting members to the roundtable meeting, giving the date, time, and program or agenda. Include a reminder about the election of the new co-chair, and a call for candidates to serve on the steering committee. Also remind members of MDOR-sponsored sessions and activities. • Schedule time and arrange a place for steering committee planning meeting during SAA annual meeting.	

Appendix B: Sample agenda for steering committee planning meeting

**Metadata and Digital Object Roundtable Steering Committee Planning Meeting [DATE]
Agenda**

1. Website (if applicable)

2. New steering committee members and/or current members wishing to leave steering committee

3. Co-chairs to be nominated

4. Liaisons with other groups with similar interest

5. SAA session proposals for next year and roundtable program topics for next year

6. New business/Future directions

7. Adjournment

Appendix C: Sample agenda for roundtable annual meeting

Metadata and Digital Object Roundtable Annual Meeting [DATE]
Agenda

1. Welcome and introductions of MDOR leadership

2. Statements by guests
   - Council Liaison -- [name of representative]

   - Program Committee Representative -- [name of representative]

   - Other SAA representatives -- [names]

3. Brief announcements from the floor

4. Business
   - Review agenda

   - Report on previous year's activities by co-chairs

   - MDOR website report [web liaison] (if applicable)

   - Announcement of election results-- co-chairs

   - Call for new steering committee members

   - Brainstorming SAA session proposal ideas for next year

   - Roundtable round robin: "Hot topics" from membership, concentrating on new and developing standards applicable to digitization, digital objects and their metadata

   - Other new business

5. Program
   [Description of the program and presenters]

6. Adjournment

Appendix D: Sample sign-in sheet for roundtable annual meeting

Metadata and Digital Object Roundtable Annual Meeting [DATE]
Please Print!

Name:	
Affiliation:	
E-mail address:	

Name:	
Affiliation:	
E-mail address:	

Name:	
Affiliation:	
E-mail address:	

Name:	
Affiliation:	
E-mail address:	

Name:	
Affiliation:	
E-mail address:	

Name:	
Affiliation:	
E-mail address:	

Name:	
Affiliation:	
E-mail address:	